

## Job Description

**Job Title:** Administrative Secretary III - School Security

**Position Code:**

**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of School Security

**Pay Grade:** 25

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing clerical support for the School Security and Emergency Management Department. Position performs a variety of functions to include answering telephones, greeting visitors, answering inquiries, sorting and distributing mail, processing Security Department payroll, background checks and scheduling appointments.

### Essential Duties

1. Serves as office contact for all visitors which may include school staff, students, community partners, and other internal and external stakeholders (including families).
2. Greets and assists all visitors to the departments, ascertaining the nature of their business and referring them to the appropriate person.
3. Appropriately, screens visitors and manages written and verbal communications for the department.
4. Prepares presentations, reports, and materials for School Security meetings.
5. Plans and arranges conferences or meetings under general instructions from supervisor or assigned staff; communicates arrangements to appropriate individuals.
6. Maintains calendar(s) for assigned staff, regularly prioritizes and arranges meetings, conferences and appointments; arranges necessary travel reservations and itineraries.
7. Maintains and tracks budgets for department; monitors expenditures and performs simple analysis on accounts, pays bills, provides monthly budget reports; prepares both special and recurring reports for department Supervisor.
8. Makes copies and uses other office equipment (copier, fax, and printer) as necessary. Sorts and distributes incoming mail for the department.
9. Orders and maintains adequate department supplies and other necessary materials and documents, orders as needed.
10. Inventories, orders, receives, sorts, and distributes School Security items such as radios and uniforms.
11. Processes all School Security department payroll.
12. Processes deposit of monies from school events.
13. Uses the MUNIS system for purchasing and other functions.
14. Maintains a high level of confidentiality.
15. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs other duties as assigned by Supervisor, School Security or appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma or equivalency. Some college coursework preferred. Must possess knowledge of standard office practices, procedures and clerical techniques. Must possess a demonstrated record of success in dealing with the public in a front office position. Must possess the ability to speak clearly to communicate with visitors, administrators and employees. Must be proficient in Microsoft Office. Must possess a knowledge of, or the ability to accurately and quickly learn to operate multi-line telephone console, computer and office equipment. Must possess excellent communication skills necessary to positively interact with visitors, administration and employees.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of School Security

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary III for School Security will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of School Security or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

11/2022 CR